

REPORTS INVENTORY						CONTROL NO. <i>DD5/OC-043</i>		
PREPARE IN DUPLICATE								
1. TITLE OF REPORT (if a fill-in report include Form No.) Weekly Report of Significant Events						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL			
	LOGISTICS		SECURITY		OTHER (specify)			
	MEDICAL		FINANCE		<input checked="" type="checkbox"/> COMMUNICATIONS			
4. NO. OF COPIES PREPARED Orig & 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Once per week -				6. DISTRIBUTION (No. of components not number of copies) 0 & 2 DD/S, 1 -Ops Div 1 file		
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT DD/S Administrative Instruction 65-7 18 May 1965		
10. PREPARING COMPONENT (include lowest level contributing information to report) Prepared by D/CO from input of 5 Ops Area Desks				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR	
GS-10	\$6.79		30 mins average		\$3.40		52 \$176.80	
GS-18	\$17.07		15 mins average		\$4.27		52 \$222.04	
						Total \$398.84		
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Started by DD/S in May 1965 <div style="text-align: right; border: 1px solid black; padding: 2px;">MORI/CDF</div>								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) STAT <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS	
16. DATE OF INVENTORY 21 Sept 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Secy to D/CO						